

FUNCTIONAL ACTIVITY

The primary function of the Children's Library is to provide library materials and programs for children up to 12 years of age. This area must be exciting and interesting to young children. The children's staff provides guidance in the choice of books and AV materials, presents story hours and programs, and prepares craft activities.

The architect and interior designer are encouraged to develop a motif from children's literature that will spark the imagination of the children using the library. The Children's Library is not just a scaled down adult library, nor is it desirable to have children view it as a romper room. The Children's Library should encourage children to have fun by developing an interest in books, reading, and information seeking skills.

SPATIAL RELATIONSHIPS

Children should not have to traverse any part of the adult library to get to the entrance to the Children's Library should be just inside the security system and very near the Circulation Desk. When children and parents come out of the Children's Library, they should literally run into the Circulation Desk. This relationship will facilitate the circulation of children's books. The entrance to the Children's Library should be very close to Browsing and the AV Library as well. This will allow parents to browse for new books and AV materials and still supervise their children in the Children's Library.

ADJACENT:

Circulation Services
Library Entrance

CLOSE:

Audio-Visual Library
New Materials Browsing

AWAY:

Adult/Teen Collection
Reference Services
Teen Services

DIVISION SPACE SUMMARY		Sq. Ft.
Children's Collection & Seating		1,334
Children's Languages Collection		12
Children's Program Room		518
Children's Program Room Storage		60
Family Rest Room		60
TOTAL:		1,984



Functional Activity

This area of the Children's Library houses the print collections for young children. The collections consist primarily of picture books, easy readers, and award winning books. There will also be space for seating for children and their parents. Young children will select reading materials with the assistance of their parents and library staff. Parents will frequently sit down and read books with or to their children. The library staff will assist young readers in this area by finding books on specific subjects or at appropriate reading levels.

Relationships

The Children's Collection and Seating Area needs to be close to the Children's Entrance and adjacent to the Children's Desk so that staff can supervise the area and assist young children.

ADJACENT:

Children's Programs ✓

CLOSE:

Children's Entrance (Interior) ✓

PROXIMITY:

Children's AV Collection & Seating ✓

Children's On-line Public Access Catalog (OPAC) ✓

Family Rest Room ✓

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although some natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

This space should be colorful and playful and should be designed around a theme that is appealing to young children. The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners. Walls and columns require corner guards.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric with tackable panels for sound absorption; Vinyl or carpet cove base; Hanging track

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Tile or vinyl around any water fountains

Access

The Children's Collection and Seating Area will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.



Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This may be a very noisy area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.



To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by the staff at the Children's Desk and possibly the Circulation Desk. Sight lines from the Children's Desk to the Children's Collection and Seating Area should not be obstructed.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Children's Entrance, Children's OPAC Area, Children's Desk and Children's Reference Area. This directional sign ("Children's Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Children's Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Picture Books," "Easy Readers," and "Award Winners." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Quiet Please"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
Description of Shelving Units			
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 1320 Children's Picture Books	4	18	72
48" Aisle SF 58"H Bookstore Display Shelving 100 New Books (Face Out)	7	25	175
Description of Furniture & Equipment Units			
Chair, Child's	4	0	0
Chair, Child's Lounge	4	20	80
Chair, Rocking	1	20	20
Chair, Technology Workstation Task	3	0	0
Computer Stand	1	20	20
Computer, OPAC Desktop	1	0	0
Computer, Public Desktop	6	0	0
Printer, Ink-Jet (B&W)	1	80	80
Sofa (2 Seat)	2	55	110



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Table, Children's	1	75	75
Table, Drum	2	10	20
Technology Carrel	4	40	160
Technology Carrel, Adjustable (Manual) Height	2	45	90
Toy Bin	1	30	30
Waste Basket	3	0	0



Furniture & Equipment and Shelving Units

<u>Description of Shelving Units</u>	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 113 Children's Special Books	1	12	12

Description of Furniture & Equipment Units



Functional Activity

This area will provide space for many different kinds of activities and programs including story hour presentations, puppet shows, audio-visual programs and arts and crafts activities. Generally, children will sit in a semi-circle with library staff making a presentation, or a projection screen or TV monitor will be the focus of their attention. At other times, tables will be set up for children to participate in projects. Staff will work closely with children during activities and presentations; otherwise the space should be open for additional seating so that children may read unattended, but still be under the supervision of the library's staff and their parents.

Relationships

The Children's Storytelling Area should be close to the Children's Collection and Seating Area, and within sight of the Children's Desk.

CLOSE:

Children's Collection & Seating

PROXIMITY:

Family Rest Room

Flexibility

The area should be flexible, with a stage and theater-like appearance which is conducive to the use of the space. The space may be built up (but not down into a pit which greatly limits future flexibility) to provide steps upon which children may sit as long as the area can still accommodate tables setup for craft sessions. The space may be enclosed if a window view of the interior of the room is provided, or it may be separated from the rest of the Children's Library by a folding partition door or curtain during program times.

Fenestration

Natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

This space presents an opportunity for the architect and interior designer to provide a special atmosphere for children. Since it will be the focus of many group activities and will be used by many of the children in the community, it should create a positive, fun and lasting impression. The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, colorful, highly durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injuries to children, there should be no sharp corners or edges.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric with tackable acoustical panels for sound absorption and display; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or Vinyl tile; vinyl tile at sink and craft area; Game rug

Access

The Children's Program Area will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height. Accessible seating locations, with an equal view and a companion location, must be available and the use of stepped seating can not preclude universal access.



If a sink is provided, the faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10-second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If use of the sink is essential to an employee's job, (e.g., cleaning up craft projects), then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Portable assistive listening technology may be substituted for permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of a listening system.

Acoustics

This will be a noisy area and must be buffered from the rest of the children's library to the extent possible. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment. A white noise or sound masking system may be required to provide an appropriate environment for programs or presentations.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in program area.

Illumination

Light levels of 50 foot candles at table tops are preferred, but at least 30 to 40 foot candles must be maintained. Wall washers around the perimeter of the room can also be used to highlight artwork displayed on the walls. A spot lighting system will allow flexible highlighting of the stage/story teller's position. Non-glare producing lighting is necessary since this area may be occasionally used for computer purposes.

All lighting must be controlled at any puppet stage/story teller's position. The program area lights may be controlled with regular toggle switches, but there should also be some lighting which is dimmable so that the lamps may be dimmed during programs which may require darkness. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the audiovisual presentation location; and one standard quad communications outlet (two voice and two data) co-located with associated power at the



wall 6" above any perimeter counters or 15" above the finished floor at a table location to support a phone or supplemental networked equipment. At a minimum, provide one duplex outlet on two walls of the Children's Program Area. See also Audio-Visual Space Detail.

Audio - Visual

Provide a video presentation system consisting of a monitor (TV or flat plasma screen) and appropriate video source devices. Sources may include ½" VHS videotape, DVD, and television. The video display monitor should have integrated speakers and sound system and the ability to switch between multiple inputs. The display should be sized appropriately to the size of the room and positioned to allow comfortable viewing by the children.

Security

This area will be supervised by staff at the Children's Desk. Sight lines from the Children's Desk to this area should not be obstructed.

Signage

Required signage includes a well-lighted area identification sign which can be seen from the Children's Entrance, Children's Collection and Seating Area, and Children's Desk. This directional sign ("Story Area" or "Children's Programs") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Story Area") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs and maximum occupancy load signs, and may include restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Story Hours on Wednesday"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
AV/Technology Equipment Cart, Large	1	15	15
Cabinet, AV Equipment	1	15	15
CD/Cassette Tape Player	1	0	0
Chair, Lounge	3	35	105
Clock	1	0	0
Cushion, Floor	10	10	100
DVD Player	1	0	0
Flip Chart With Stand	1	10	10
Paper Towel Dispenser	1	0	0
Projection Screen, Wall Mounted	1	0	0
Projector, Ceiling Mounted	1	0	0
Puppet Theater	1	35	35
Sign, Announcement	1	0	0
Sofa (2 Seat)	2	55	110
Stool, Child's	8	15	120
TV Monitor 22"	1	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Video Cassette Player/Recorder	1	0	0
Waste Basket	2	4	8
White Board	1	0	0



Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Floor Area Storage	3	10	30
Supply Cabinet	2	15	30



**Family Rest Room****60 Sq. Ft.****Furniture & Equipment and Shelving Units**

	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Commode	1	0	0
Diaper Changing Counter	1	20	20
Floor Area Storage	2	10	20
Hand Dryer	1	0	0
Mirror, With Shelf	1	0	0
Paper Towel Dispenser	1	0	0
Sink And Counter	1	20	20

CIRCULATION SERVICES/STAFF WORKS 2,552 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of this division is to efficiently handle the circulation of the library's book, magazine and audio-visual collections. This includes the following tasks:

1. Library patrons checking-out library materials at the Circulation Desk and self checkout units.
2. Library staff checking the materials back in.
3. Library staff sorting the various materials.
4. Library staff reshelving the collections in their proper locations.
5. Routine business transactions including registration, payment of fines and fees, holds and reserves, etc.

Careful attention must be given to the workflow in the Division. It is critical to the operation of the library that the process of circulating library materials works smoothly and efficiently. Poor organization will result in significant increases in operational costs that will negatively impact the library's operating budget every year the building is in use.

SPATIAL RELATIONSHIPS

The Circulation Services Division should be centrally located where all library patrons must pass through it when entering or exiting the library building.

ADJACENT:

Library Entrance

CLOSE:

Audio-Visual Library
New Materials Browsing
Children's Library
Teen Services

PROXIMITY:

Adult/Teen Paperback Collection
Adult/Teen Collection
Periodicals Collection
Reference Services

DIVISION SPACE SUMMARY	Sq. Ft.
Branch Manager's Office	131
Circulation Services Desk	150
Circulation Workroom	264
Self-Check Out Bay	135
Self-Service Reserved Book Bay	96
Shipping & Receiving	260
Staff Break Room	303
Staff Workroom	1,213
TOTAL:	2,552



Functional Activity

This is the office for the Branch Manager who plans activities and administers the library's plan of service. This office will provide a private space where staff reviews can be conducted and where the public can come to discuss confidential issues regarding their circulation records.

Occupancy

STAFF OFFICE WORKSTATIONS: 1

Relationships

This office requires sight lines to the Circulation Desk and Circulation Workroom for supervision. The office should be easily accessible from the Circulation Desk if problems arise with patrons. Patrons and other visitors should be able to access the Office without going behind the Circulation Desk or into any of the Circulation Services Division's back-of-house spaces.

ADJACENT:

Circulation Workroom

CLOSE:

Circulation Desk ✓

PROXIMITY:

Public Entrance & Lobby ✓

Flexibility

Sufficient flexibility should exist (prefer no load-bearing walls, HVAC independent of room walls) to allow the Circulation Desk to expand into this space if required in the future.

Fenestration

Interior windows, which allow supervision of the Circulation Desk and Circulation Workroom, are required. Interior windows require shades, etched glass, or roller blinds so the public cannot see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices if needed. Staff areas may have operable windows.

Finishes

The Branch Manager and the public will utilize this office daily. This position supervises all of the library's employees who also utilize this office frequently. The walls and carpet will not have the heavy use of public areas, but must maintain a quality appearance after many years of normal office use.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Glass window; White board;
Tackable surfaces

FLOOR:

Anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Branch Manager's Office will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in



height. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This office requires a high level of acoustical isolation to conduct staff supervision, private conversations, or potential confrontations with irate patrons. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed. A sound masking system may be necessary to achieve full speech privacy level.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on staff workstation.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstation. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This is a staff office which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Branch Manager") wall-mounted on the latch side of the door at 60" above the finished floor with characters that must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Conference Room	2	0	0
Chair, Supervisor's	1	0	0
Computer, Staff Desktop	1	0	0
Credenza	1	25	25
File Cabinet, Vertical (Four Drawer)	1	14	14
Printer, Laser (B&W)	1	0	0
Shelving, SF 66"h Steel W/ 5 Shelves	1	12	12



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Telephone Handset	1	0	0
Waste Basket	1	0	0
White Board	1	0	0
Workstation, Branch Manager's Office System	1	80	80



Functional Activity

The Circulation Desk is the first public service point that patrons will see when entering the library. It must present a well-organized, business-like appearance and provide an efficient work area for checking-out library materials. Library patrons bring their materials to the desk and place them on the service counter for staff to process. Once the checkout function is completed, staff return the materials to the patron. The Circulation Desk must be of sufficient depth and length to accommodate all of the necessary circulation equipment and any cash registers, telephones, printers, or security equipment on the desktop. The area under the desk should provide sufficient knee space for each staff workstation while allowing additional under-counter space for storage, book bins, and shelving for equipment that is not located on the desktop.

In addition to checking-out materials, library patrons will be able to pick up materials that are being held for them on reserve, register for library cards, and complete routine business transactions such as the payment of fines and fees. Library patrons will also be able to use self checkout machines in this area.

There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods. This can be accomplished through the use of portable traffic control posts, different floor materials, or a different color or type of carpet. Patrons standing in this line should not impede access for other library patrons entering or exiting the library, i.e., there must be enough room in front of the desk so that there is no bottleneck when a line forms.

Relationships

The Circulation Desk must be adjacent to the Public Entrance and Lobby and the main circulation path in the library, but off to the side so as not to interfere with the traffic flow. For supervision, the library staff at the Circulation Desk should have good sight lines and easy access to the inventory control gates and the entrances to the Public Rest Rooms.

The Circulation Desk should be adjacent to the Circulation Workroom and Branch Manager's Office, and close to the Book Return Room and the Copy Center. It should also be close to the AV Collection, New Book Display Area and the Children's Entrance.

ADJACENT:

Public Entrance & Lobby ✓
Circulation Workroom ✓

CLOSE:

AV Collection & Seating ✓
Book Return Room ✓
Branch Manager's Office ✓
Children's Entrance (Interior) ✓
New Book Display ✓
Public Rest Rooms ✓

Flexibility

The Circulation Desk is frequently remodeled and expanded when the library expands. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future.

Fenestration

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows may require roller shades or other light control devices.



Finishes

The finishes in this area will receive a great deal of wear and tear. The floor should be either a durable non-slip hard surface or a high quality anti-static carpet tile that can be replaced as needed. Any wall or casework surfaces should be highly resistant to marking and easily cleaned. All work counters should be attractive, with non-glare surfaces and rounded edges to reduce the possibility of injury to staff and patrons. Walls and columns require corner guards. The patron side of the desk should be mark resistant and incorporate a toe reveal to preserve the front of the desk.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

FLOOR:

Anti-static carpet tile, Vinyl tile, Linoleum, Cork, Stone or unfinished quarry tile; Anti-fatigue mats at staff workstations

Access

The Circulation Desk will be accessible by means of a 36" minimum aisle. The desk will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". There is no requirement for knee clearance at checkout counters. If a self checkout system is provided, at least one must be accessible with a counter no higher than 28" to 34" high and a knee clearance of at least 19" of clear space. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Since this space will be quite noisy because of patrons walking and talking, everything possible should be done to keep the noise generated in this area from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 78° during cooling for energy savings. Relative humidity at 30 – 50% and ventilation at 10 to 12 cubic feet per minute. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting up to 75 foot candles over the workstations. The Circulation Desk should be highlighted in order to help patrons find this service area. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup. The master light controls for the library should be located here.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter. Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

The staff at the Circulation Desk supervises much of the public area just inside the entrance from the lobby. Access to patrons who are exiting the building after activating the inventory control system alarm is important. The staff should be able to see a major portion of the lobby, the entrances to the library, and the entrances to the Public Rest Rooms. If the library has a video surveillance system, the security monitors may be located at the Circulation Desk. If inventory control gates are included, they may be located here, at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Circulation Desk.

Signage



which can be seen from the Lobby and Library Entrance. This directional sign ("Circulation Desk" or "Customer Service") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include ceiling hung signs or desk bars, for designated service points, such as "Returns," "Patron Registration," and "Checkout" and a sign for any return slot. Changeable insert sign system is required for stack end panels for collections held behind the Circulation Desk. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, visible pictogram flag signs for elevators or rest rooms, and an emergency evacuation map. Additional requirements include changeable and permanent information signs such as "Ask Me!" or "Internet Classes on Saturday."

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Bar Code Reader, Fixed Mount	2	0	0
Book Truck	5	10	50
Cash Register	1	0	0
Chair, Task	2	0	0
Chair, Visitor's	1	0	0
Clock	1	0	0
Computer, Staff Desktop	2	0	0
Intercom	1	0	0
Mat, Anti-fatigue	2	0	0
Printer, Laser (B&W)	1	0	0
Printer, Receipt	2	0	0
Rack, Literature Display Handout	1	0	0
Security System Book Desensitizer	2	0	0
Security System Book Resensitizer	2	0	0
Security System Media Desensitizer	2	0	0
Security System Media Resensitizer	2	0	0
Sign, Announcement	3	0	0
Telephone Handset	2	0	0
Waste Basket	4	0	0
Workstation, Circulation Check-In Desk	1	50	50
Workstation, Circulation Patron Registration Desk	1	50	50



Functional Activity

The Circulation Workroom provides space for all kinds of back-of-house activities. The library staff will check-in library materials and then will sort them on shelving before returning them to the stacks. Circulation overdues, bills, and reserve notices will be processed here.

Library materials will be returned through a slot in the exterior wall and fall into a depressible book bin. Library staff will periodically unload these bins and the materials will be placed on book trucks and taken to the circulation check-in stations. Since book and AV drops must be accessible to the disabled, care must be taken in the coordination of the heights of these exterior slots and the height of the interior bins to make sure the two are compatible.

Relationships

The Branch Manager's Office and the Circulation Desk should be immediately adjacent to the Circulation Workroom. Staff will move frequently between these spaces, and particularly between the Desk and the Workroom. There must be easy access between the spaces and sight lines between the Workroom and the Circulation Desk so that staff can fill-in if a line starts to form at the Desk.

ADJACENT:

Branch Manager's Office
Circulation Desk

CLOSE:

Staff Entrance & Lobby
Staff Lounge
Staff Rest Rooms

PROXIMITY:

General Library Storage Room

Flexibility

Since staff work areas are frequently remodeled and expanded, the workstations should be modular and flexible. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future. This would include, for example, laying carpet or whatever floor covering is being used, under any service desk, built-in cabinetry or casework.

Fenestration

Interior windows, which allow supervision of the Circulation Desk, are required. Interior windows require shades, etched glass, or roller blinds so the public cannot see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices if needed. Staff areas may have operable windows.

Finishes

The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance. The finishes in the workroom should be comfortable and durable since this area will get heavy use.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl wall covering; Corner guards; White boards; Tackable surfaces

FLOOR:

Low-profile anti-static carpet or carpet tile (no carpet pad permitted); Vinyl tile at



sink and
work counter; Vinyl or carpet cove base

Access

The Circulation Workroom must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If the use of a sink is essential to an employee's job, then an accessible space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and the hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, then at least one of each type must comply.

Access to the book drop slot must meet accessibility requirements for a front or side reach, recommended at not higher than 48" above finished floor.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

The sound generated in this space (primarily staff conversations and the sound of books being put on book trucks, etc.) needs to be absorbed and kept from filtering out to the Circulation Desk and the rest of the library. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed.

Since the access area outside the book return slots will be quite noisy because of patrons walking and talking, every effort should be made to absorb sound generated at this location and to keep it from spreading into the library.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on the staff workstations.

Since flammable materials are occasionally introduced into book returns, care must be taken to make certain that smoke produced cannot enter the main HVAC system and spread throughout the library building.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstations. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that individual sections can be turned off for potential energy



savings.

The interior of the book drop needs approximately 30 foot candles of light primarily over the bins. However, the drop slots on the exterior should be highlighted with 50 foot candles or more to attract patrons to them. Exterior drops will need bright and vandal resistant lighting for security.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position. The outlets should be mounted at 15" above the finished floor for desks that are adjacent to a wall. If modular furniture is used, the communications cabling can be distributed via conduit and J-boxes with the communications outlets integrated into the furniture.

Provide one standard duplex communications outlet (one voice and one data) with associated power at each printer and fax location.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This is a staff workroom which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. If the Circulation Workroom does not have a door, patrons should be discouraged from entering by the use of gates and/or signage. Staff in this area should be able to see the Circulation Desk so they can get to it quickly if needed. Sight lines to other areas of the library from the workroom are desirable.

There needs to be a clear line of sight from the desk to any main drop slots inside the library's security system. All drop slots must be lockable. If drop slots are accessible from outside the building or from the lobby so that materials can be deposited after hours, the Circulation Workroom must be an enclosed fire rated room with a smoke detector and sprinkler head in case of the introduction of flammable material into the drops. In this case, consider making the book return area a separate, enclosed room adjacent to the Circulation Workroom.

Signage

Required signage includes a permanent room identification sign ("Circulation Workroom" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor, with 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Material return slots need permanent identification signs ("Book Return" and "Audio-Visual Return") wall-mounted on the right side of the drop slot with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

Furniture & Equipment and Shelving Units

	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
AV Bin, Depressible	1	12	12
Bar Code Reader, Hand-Held	4	0	0
Book Bin, Depressible	1	12	12
Book Truck	45	0	420



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Task	4	0	0
Clock	1	0	0
Security System Book Resensitizer	2	0	0
Security System Desensitizer/Resensitizer	1	0	0
Security System Media Resensitizer	1	0	0
Telephone Central Station	1	0	0
Telephone Handset	9	0	0
Waste Basket	2	0	0
White Board	1	0	0
Workstation, Circulation Check-In Counter	3	40	120



Furniture & Equipment and Shelving Units

	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Queuing Space (Per Person)	5	6	30
Self Check-Out Counter	3	35	105
Self Check-Out Machine	3	0	0



Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Shelving, SF 60"h Steel W/ 5 Shelves	8	12	96



Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Cabinets, Above Counter	20	0	0
Cabinets, Below Counter	20	0	0
Floor Area Storage	26	10	260



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bottled Water Dispenser	1	8	8
Bulletin Board	1	0	0
Cabinets, Above Counter	8	0	0
Cabinets, Below Counter	8	0	0
Chair, Café	4	0	0
Coffee Maker/Urn	1	0	0
Dishwasher	1	15	15
Garbage Bin, Interior	1	15	15
Locker	5	5	25
Microwave Oven	1	0	0
Paper Cup Dispenser	1	0	0
Paper Towel Dispenser	1	0	0
Recycling Bin	1	15	15
Refrigerator	1	20	20
Soap Dispenser	1	0	0
Sofa (2 Seat)	2	55	110
Table, Café	1	65	65
Workstation, Food Preparation Counter	1	30	30



Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Book Truck	15	10	150
Box, Cardboard	14	4	56
Bulletin Board	1	0	0
Cabinets, Above Counter	24	0	0
Chair, Task	6	0	0
Computer, Staff Desktop	4	0	0
File Cabinet, Lateral (Four Drawer)	2	20	40
File Cabinet, Vertical (Two Drawer)	9	14	126
First Aid Kit	1	0	0
In & Out Board	1	0	0
Key Cabinet	1	0	0
Label Maker	1	0	0
Paper Cutter	1	0	0
Paper Towel Dispenser	1	0	0
Printer Stand	1	20	20
Printer, Ink-Jet (B&W)	1	0	0
Recycling Bin	1	15	15
Safe, Floor	1	0	0
Shelving, Industrial	6	15	90
Sink	1	18	18
Soap Dispenser	1	0	0
Storage Cabinet	1	18	18
Table, Work	1	170	170
Telephone Central Station	1	0	0
Telephone Handset	9	0	0
Typewriter Stand	1	20	20
Typewriter, Electric	1	0	0
Waste Basket	10	4	40
White Board	2	0	0
Workstation, Children's Office System	1	110	110
Workstation, Clerical Office System	4	40	160
Workstation, Clerical Office System	2	90	180



GENERAL BUILDING SERVICES

70 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the General Building Services Division is to provide custodial, storage, and mechanical equipment space, and other staff support spaces such as rest rooms, entrance, and a staff lounge. This division also provides space for a loading dock for the library.

SPATIAL RELATIONSHIPS

Some of the custodial services will be located throughout the building as non-assignable square footage in the form of Custodial Sink and Supply Closets. However, the majority of the space in this division will be best located in the back-of-the-house areas of the library. Care should be taken in the location of noise producing spaces such as the Mechanical Equipment Room to isolate them from public spaces and staff offices.

PROXIMITY:

Circulation Workroom
Staff spaces

AWAY:

Public Areas

DIVISION SPACE SUMMARY		Sq. Ft.
Electrical Room		N/A
IT Room		N/A
Janitor's Room		N/A
Mechanical Room		N/A
Staff Rest Rooms		70
TOTAL:		70



Electrical Room

0 Sq. Ft.

Furniture & Equipment and Shelving Units

UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
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Description of Furniture & Equipment Units



IT Room**0 Sq. Ft.****Furniture & Equipment and Shelving Units**

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Computer Server, Mini (CPU)	1	0	0
DSU/CSU Telecommunications Device	1	0	0
Fire Extinguisher, Halon	1	0	0
Safe, Data / Tape Carrier	1	0	0
Telecommunications Backboard	1	0	0



Functional Activity

This space will provide a shop for custodians to assist in their servicing of the building. This workroom will provide a workbench with various tools necessary for basic maintenance and repair. In addition to this workroom, there will be other Custodial Sink and Supply Closets in the library to store mops, vacuum cleaners, and other cleaning supplies and equipment.

Occupancy

STAFF WORKROOM WORKSTATIONS: 1

Relationships

The Custodial Workroom should be adjacent to the Loading Dock and in the proximity of the General Library Storage Room and the Circulation Workroom.

ADJACENT:

Loading Dock

CLOSE:

Staff Rest Rooms

PROXIMITY:

Circulation Workroom

General Library Storage Room

Staff Lounge

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

No windows required.

Finishes

Minimally finished non-public area with durable water repellant surfaces.

CEILING:

Exposed structure or acoustical tile

WALLS:

Latex paint over sealed concrete; Cement block or water resistant dry wall

FLOOR:

Sealed concrete, or vinyl tile or sheet vinyl, with a floor drain

Access

Custodial Workrooms must be accessible from a 36" aisle. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of operating force can be required to operate the faucets.

If use of the sink is essential to an employee's job, (e.g., cleaning tasks), then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each



type must comply.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will tend to be a very noisy space. The sound generated here must be dampened and not permitted to disturb any nearby library spaces. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Ventilation is crucial to limit interior pollution. The Custodial Workroom should have negative ventilation to contain chemical fumes from spreading into the building, or, separate exhaust system to keep fumes from entering the building's return air duct system.

Illumination

Interior lighting provided by industrial strength, non-glare fixtures which deliver a minimum of 30 to 40 foot candles at counter level, and task lighting which delivers up to 50 foot candles at the work surface. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the custodian's workstation position mounted at 15" above the finished floor.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Custodial Workroom-Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Carpet Cleaning Machine	1	0	0
Cleaning Cart	1	0	0
First Aid Kit	1	0	0
Garbage Bin, Interior	1	0	0
Hand Truck	1	0	0
Key Cabinet	1	0	0
Ladder, Extension	1	0	0
Ladder, Step	1	0	0
Mop Bucket	1	0	0
Shelving, Industrial	1	0	0
Sink, Mop	1	0	0
Storage Cabinet, Hazardous Materials	1	0	0
Tool Box	1	0	0
Vacuum Cleaner, Dry Upright	1	0	0



Functional Activity

This room is for the placement of the mechanical equipment which operate the library's HVAC system. This room should have a set of double doors, or an extra-wide single door, for bringing bulky items in and out of the room.

Relationships

This room has no adjacency requirements.

Flexibility

It is not anticipated that this area would change purpose or require expansion unless an addition was built on to the building, and then additional Mechanical Equipment Rooms would be needed.

Fenestration

No windows required.

Finishes

Minimal finishes for a non-public area.

CEILING:

Exposed structure or acoustical tile

WALLS:

Latex paint over sealed concrete or concrete block

FLOOR:

Sealed or painted concrete with drain

Access

The Mechanical Equipment Room must be accessible from a 36" aisle. A 36" wide door with a minimum 32" clearance is required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

The sound of mechanical equipment must be dampened so that the noise generated from this room does not disturb staff or public areas of the library. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Ventilation is crucial to limit interior pollution.

Illumination

Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

Provide one wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone, located near the door.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access unless it is located within a secured staff area.

Signage

Required signage includes a permanent room identification sign ("Mechanical Room" or "Staff Only") wall-mounted on the latch side of the door at least 60" above the finished floor with characters that must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.



Furniture & Equipment and Shelving Units

UNIT	UNIT EXTENDED
QTY	Sq. Ft. Sq. Ft.

Description of Furniture & Equipment Units



Functional Activity

This space will provide rest rooms exclusively for the library staff with an appropriate number of fixtures based upon the size of the staff and the local code requirements. There should be separate rest rooms for men and women.

Relationships

The Staff Rest Rooms should be adjacent to the Staff Lounge but should not open into the Lounge. These Rest Rooms should not be accessible to the public. They should be close to the Staff Entrance and in the proximity of the staff work areas and the Custodial Workroom.

ADJACENT:

Staff Lounge

CLOSE:

Staff Entrance

PROXIMITY:

Circulation Workroom
Custodial Workroom

Flexibility

This space requires minimal or no flexibility unless accessibility requirements change.

Penetration

No windows required.

Finishes

Finishes must be durable, non-slip and low maintenance.

CEILING:

Water resistant gypsum board with chemical resistant latex paint

WALLS:

Glazed ceramic tile or partial tile and water resistant wall board

FLOOR:

Unglazed ceramic tile with dark grout; Floor drain

FIXTURES:

Sinks: Self-activated

Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided for staff. If separate staff rest rooms are provided for each gender, then separate and accessible facilities must also be provided for staff of each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

The rest rooms will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the



floor.

The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Warm lighting with bright lighting for mirrors. Consider occupancy sensors or motion detectors for energy savings.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access unless it is located within a secured staff area.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle 1/4" thick with edges 12" long pointing upward), Women's (12" diameter circle 1/4" thick), or Unisex facilities (12" diameter circle with 1/4" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility; and a verbal description of the room placed immediately below the accessibility symbol ("Staff", "Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Commode	1	35	35
Hand Dryer	1	0	0
Mirror, With Shelf	1	0	0
Paper Towel Dispenser	2	0	0
Sink And Counter	1	35	35
Soap Dispenser	1	0	0



FUNCTIONAL ACTIVITY

The primary function of the Library Entrance Division is to provide a formal entrance and lobby for the library building and access to ancillary services such as the Friends' Bookstore, the Public Meeting Rooms and the main Public Rest Rooms for the facility. The lobby will provide space for library patrons to enter and exit the library, and will also provide space for receptions outside of the Meeting Room.

SPATIAL RELATIONSHIPS

The Library Entrance Division is essentially a pass-through space which patrons will use when visiting either the library or the Public Meeting Rooms. It should be conveniently located to allow access to both. The Library Entrance Division must be able to be locked off and separated from the library so that the meeting rooms and ancillary services can be open when the library is closed.

ADJACENT:

Circulation Services
Public Meeting Rooms

CLOSE:

Audio-Visual Library
New Materials Browsing
Children's Library

PROXIMITY:

Reference Services

AWAY:

General Building Services

DIVISION SPACE SUMMARY		Sq. Ft.
Community Information		200
Friends / Facilities Service Desk		100
Friends' Book Storage & Workroom		172
Friends' Bookstore		252
Friend's Bookstore Lobby Display Area		120
Interpretive Center		600
Library Café		751
Public Entrance & Lobby		500
Public Rest Rooms		N/A
TOTAL:		2,695



Furniture & Equipment and Shelving Units

	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Kiosk, Electronic	5	40	200



Furniture & Equipment and Shelving Units

	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Computer, Staff Desktop	1	0	0
Intercom	1	0	0
Printer, Ink-Jet (B&W)	1	0	0
Service Desk	1	100	100
Telephone Handset	1	0	0



Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Computer, Staff Desktop	1	0	0
Floor Area Storage	6	10	60
Shelving, SF 84"h Steel W/ 6 Shelves	6	12	72
Telephone Handset	1	0	0
Workstation, Friends' Work Office System	1	40	40



Furniture & Equipment and Shelving Units

	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Cash Register	1	0	0
Chair, Task	1	0	0
Desk, Bookstore	1	60	60
Shelving, DF 58"h Bookstore Display	6	32	192
Telephone Handset	1	0	0



Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Case, Floor Display	4	30	120



Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Bench (2 Person)	2	15	30
Case, Exhibit	10	35	350
Case, Floor Display	4	30	120
Kiosk, Electronic	2	50	100



Functional Activity

The Café will be operated by either an outsourced service provider or the City of Redwood City. Library patrons and visitors will be able to stop in and browse through the store and make purchases or sit and enjoy a cup of coffee. The revenues from the store will go toward financing the operation of the library. This café replaces the need for a kitchenette to serve multipurpose rooms and study / conference rooms and will serve the catering needs of activities, programs and events.

Relationships

The Friends' Bookstore and Coffee Shop must be adjacent to the Public Entrance and Lobby and highly visible as people enter and exit the library.

ADJACENT:

Public Entrance & Lobby

CLOSE:

Friend's Bookstore

Multipurpose Rooms

Study / Conference Rooms

Flexibility

This space will probably never need to be expanded in the future, but it will need to be reasonably flexible since the availability of the Friends' volunteers can change. If underutilized in the future, this room should be able to be converted to another meeting room, training room, or study/tutoring room.

Fenestration

Fenestration is not required but an exterior display window with access through the Friends' Bookstore for the promotion of merchandise would be an asset.

Finishes

Since this area is located at the main entrance of the library, it must be very attractive and uncluttered. The retail nature of the space should be emphasized through the use of merchandise display techniques. The floor finishes must be stain resistant, dirt repellant, durable and low maintenance since this will be a relatively high traffic area and food and drinks may be served. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Vinyl, sisal or Fabric wall covering; Tackable surfaces; Vinyl or carpet cove base; Chair rail; Wall-mounted retailing display units

FLOOR:

Anti-static carpet tile, unfinished quarry tile, vinyl tile, or heavy weight commercial anti-static carpet w/ enhanced backing (No carpet pad permitted); Vinyl tile or unglazed ceramic tile at food preparation area

Access

The Friends' Bookstore and Coffee Shop must be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

If network access is available at the café tables for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.



If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If use of the sink is essential to a volunteer's duties, (e.g., washing dishes), then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and the hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This space should be acoustically buffered from the library. The Bookstore and Coffee Shop will be part of the noisy entrance area. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment to acoustically separate this area from the lobby so that patrons can shop undisturbed.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the café.

Illumination

Specialized accent lighting of 40 to 50 foot candles at the bookstore entrance, counter tops, and all product display units including shelving. Light should be provided within in-wall glass display cases. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main checkout (point of sale) location; and one duplex data only outlet (two data) at each table location around the perimeter wall for laptop use, with associated power consisting of one duplex power receptacle for every one duplex data outlet provided.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for a side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Security

This space should be able to be secured separately from the library to allow for use after hours when the library is closed but when meetings are taking place in the building. Display cases should be lockable. Layout must balance control of merchandise with display in order to attract customers while diminishing theft. The volunteer workers in the store will supervise this space.

Signage

Required signage includes a major area directional and identification sign which can be seen from the lobby. This directional sign ("Friends' Bookstore") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have



characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Any permanent room identification signage ("Friends' Bookstore") must be wall-mounted on the latch side of the door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille. Other signage should include changeable information signs including hours of operation and restriction signs (e.g., "No Smoking").

Furniture & Equipment and Shelving Units

	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Cabinets, Below Counter (Lockable)	8	0	0
Cash Register	1	0	0
Chair, Café	18	0	0
Clock	1	0	0
Coffee Bar Cart	1	100	100
Coffee Maker/Urn	1	0	0
Coffee Thermos	4	0	0
Garbage Bin, Interior	1	10	10
Hot Water Urn	1	0	0
Recycling Bin	1	10	10
Refrigerator	1	20	20
Sink	1	18	18
Table, Café	5	40	200
Table, Café	2	65	130
Telephone Handset	1	0	0
Vending Machine	2	20	40
Waste Basket	2	4	8
Workstation, Café Service Counter	1	65	65
Workstation, Coffee Shop Counter	2	55	110
Workstation, Food Preparation Counter	1	40	40



Functional Activity

This space provides access to the library as well as its ancillary services. The entrance should consist of two pair of automatic or power-assist-option doors for patron convenience, set far enough apart to create a weather vestibule and to allow for universal access. The lobby should be an inviting space that welcomes the public to the library and the meeting rooms. The interesting use of light and space, the introduction of the building's theme, public art, and the spaciousness required for traffic flow should combine to make this area an architectural focal point of the building.

Relationships

The Public Entrance and Lobby is the focal point and primary access to all parts of the library building including ancillary services. The Meeting and Conference Rooms, Friends' Bookstore and Coffee Shop, and Public Rest Rooms should all be accessible from the lobby.

ADJACENT:

Circulation Desk
Conference Room
Friends' Bookstore, Café, Coffee Shop & Gift Shop
Kitchenette
Meeting Room
Public Rest Rooms

CLOSE:

AV Collection & Seating
Children's Entrance (Interior)
Copy Center (Circulation Services)
New Book Display

PROXIMITY:

Branch Manager's Office
Fiction Collection & Seating
On-line Public Access Catalog (OPAC)
Reference Desk

AWAY:

Loading Dock And Other General Building Services

Flexibility

This space will probably not need to be expanded in the future, but it should be reasonably flexible since it will also serve as a display area for exhibits. This area will also provide space for occasional large receptions.

Fenestration

Glass is required in the front doors and on side windows to provide for a view to the outside and a view into the library from the outside. Skylights or clerestories for additional natural light are recommended.

Finishes

Since this is the main entrance of the library and the first space that the public will see, it must be visually interesting, visually organized, and businesslike. The floor finishes must be stain resistant, dirt repellent, durable, non-slip, and low maintenance. The floor material should be slip-resistant but relatively smooth since a highly textured floor, such as slate, will make mobility aids, such as walkers, and book and mail delivery carts, extremely difficult and noisy to push across the floor. Wall finishes should be mark resistant, highly durable and easy to clean.

CEILING:

Plaster or acoustical tile



WALLS:

Highly durable and flame retardant; Paint (Latex semi-gloss recommended); Sisal or vinyl wall covering; Marble or granite wainscoting; Etched, silk-screened, or fritted glass to library or exterior; Hanging track; Tackable surfaces

FLOOR:

Terrazzo tile, unfinished quarry tile with non-slip matte finish or equal; Walk-off mats; Grating system

Access

The Public Entrance and Lobby will be accessible by means of a 36" minimum aisle and at least one 36" wide door, which has a minimum clearance of 32". Revolving doors cannot be the only entrance to the facility. If turnstiles are used, then a readily apparent accessible door must be provided adjacent to the turnstile. Doors in a series (to provide a weather lock) require a clear separation of no less than 48". Exterior doors can require no more than 8 ½ pounds of pressure to operate. Automatic or power-assist option doors are recommended for the primary entrance.

Doormats must be securely attached and have a pile of no more than ½". Exposed edges of doormats must be fastened to the floor surface.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Pay telephones must comply with forward (maximum of 48" above finished floor) and side reach (maximum of 54" above finished floor) requirements and at least one (and at least one-half of the total number) must be an accessible telephone. If four or more phones are available for public use, either inside or outside of the facility, and at least one is inside the facility, then at least one must provide text display capability. If telephone books are made available to the public, then they must also comply with forward and side reach requirements. If telephones are located in sound enclosures then they must have a minimum 30" clearance at the entrance.

Signage will meet requirements as outlined in the Signage Space Detail and include identification of the location of accessible entrances with universal symbols and accessible public telephones with universal symbols.

Acoustics

Since this space will be quite noisy because of patrons walking and talking, it should be acoustically buffered from the library. This space should act like a sound vestibule between the main entrance and the library proper.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Air or weather lock, and/or double set of doors, may be required to maintain temperature and keep drafts from staff located near the Public Entrance.

Illumination

General lighting at 15 to 20 foot candles, with specialized accent lighting at 50 foot candles at the entrance and in the lobby at any directories or display walls. Light should be provided within in-wall glass display cases.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each of the self-checkout locations and information kiosks with additional outlets for future growth; and one single voice outlet (one voice) for each pay telephone location.

Security



The lobby should be able to be secured not only from the outside of the building, but also from the library itself to allow for the use of the Public Meeting Rooms complex when the library is closed. Much of the lobby should be visible to the staff at the Circulation Desk. The fire alarm annunciation display panel should be located in this space immediately visible upon entering the building. The entry detection and alarm system main locator panel should also be located in this space. If inventory control gates are included, they may be located here, at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Circulation Desk.

Signage

Required signage includes changeable information signs including hours of operation and restriction signs (e.g., "No Smoking"). It should include a pictogram flag sign, perpendicular to the wall, for any elevators or rest rooms adjacent to the Lobby. Other signage will include fire and life safety lighted emergency exit signs, emergency evacuation maps, floor directories and weekly calendar of events board(s). The lobby may also include signs acknowledging public officials and donor recognition plaques.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Bench, Lobby (2 Person)	2	0	0
Directory	1	0	0
Donor Recognition Wall	1	0	0
Drinking Fountain	2	0	0
Lobby Open Space	50	10	500
Sign, Announcement	1	0	0
Telephones, Public Pay (2 Heights)	1	0	0

